

CHC Foundation Executive Committee Meeting

Monday, January 12, 2026 8:00 a.m. Foundation Office

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| ■ Amy Minjares | ■ Leslie Wessels | ■ Carrie Audet |
| ■ Wynona Duvall | □ June Yamamoto | ■ Jenny Cunvong |
| ■ David Avila | ■ Kevin Horan | ■ Michelle Riggs |
| ■ James Cortz | ■ Mike Strong | ■ Cinthia Calderon Cruz |
| ■ Barbara Smith | ■ Phong Nguyen | □ |

Meeting Notes

Mission Statement: The Crafton Hills College Foundation is dedicated to cultivating meaningful relationships and raising funds that remove barriers, enhance opportunities, and empower students to strengthen our community.

| TOPIC | DISCUSSION | FURTHER ACTION |
|---------------|---|---|
| Call to Order | 8:01 am Opening comments (Amy Minjares) | |
| New Business | <p>A. Approval of Exec meeting notes 11-3-25 meeting. <i>*Motion to approve minutes by Phong Nguyen, seconded by David Avila, motion passed unanimously.</i></p> <p>B. Accept Resignation from Robert Pettiford effective 12/31/25 His term was through 6/30/26. He was elected on 9/5/24. <i>*Motion to accept Robert Pettiford's resignation by Barbara Smith, seconded by Leslie Wessels, motion passed unanimously.</i></p> <p>C. Accept Gift Agreement with Margie Orland to name the Michael Orland San Manuel Fire Department Engine Bay. <i>*Motion to accept gift agreement by David Avila, seconded by Phong Nguyen, motion passed unanimously.</i></p> <p>D. A celebration ceremony for the Orland Engine Bay will be on Jan 31.</p> <p>E. Review March Board Agenda.</p> <ul style="list-style-type: none"> • Josh Stapleton to send contract for 2026 gala. • Scholarship reviews to be completed between Feb. 1 and Mar. 15. • Financial Policies and Procedures to be updated. • Add Strategic Updates to June Board Meeting, including IRS determination and how making changes to the Foundation status may be affected. Include MOU with District and expenses Foundation is currently not being invoiced for. | <p>Wynona requested a highlight of scholarships at the next Board Meeting.</p> <p>Update Financial Policies and Procedures.</p> <p>Michelle to get contract from Josh.</p> <p>Michelle to work with Mike to incorporate updates for June board.</p> |

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| Continuing Business | A. Sponsor A Seat Update – provided on the agenda. Wynona would like additional copies of the seat flyer to share. | Jenny to get Wynona flyers. |
| Reports | <p>A. Crafton Hills College – Kevin Horan</p> <ul style="list-style-type: none"> Kevin reported enrollment is up 1% from spring 2025 semester. State Budget includes full Prop 98 funding this year. This is projected to be a good year, budget-wise as the governor will fund deferrals. The back seats in the PAC have been fixed to allow more leg room. Access door to the stage from the audience area is in the works. <p>B. Finance – Mike Strong</p> <ul style="list-style-type: none"> The 990's have been submitted. Mike explained the issues with the transfer of funds to the new investment firm – they are expected to be resolved shortly. Review of Balance Sheet shows \$9,630,789 in total assets. <p>C. Development – Michelle Riggs</p> <ul style="list-style-type: none"> Proposal submitted to SchoolsFirst for \$1500 sponsorship at 2026 gala. We are on track to raise the remaining \$100,000 of a \$900,000 match for San Manuel Grant. At the next alumni meeting, we will be pitching the idea of an alumni search campaign - where committee members will go out in the community and find alumni. Michelle will be meeting with Brent Fuller as a new potential Foundation Director (referred by Phong). | |
| Upcoming Events | <p>A. Next Full Board Meeting– March 5, 2026, 4 – 5:30 p.m.</p> <p>B. Next Executive Committee Meeting – Feb. 2, 2026 – 8a.m.</p> | |
| Adjourn | <p>8:56am - Closing Comments (Amy Minjares)</p> <ul style="list-style-type: none"> Run-For-The-Hills will be at El Dorado Park this year, in partnership with the City of Yucaipa, continuing to benefit Crafton's athletic department. | |